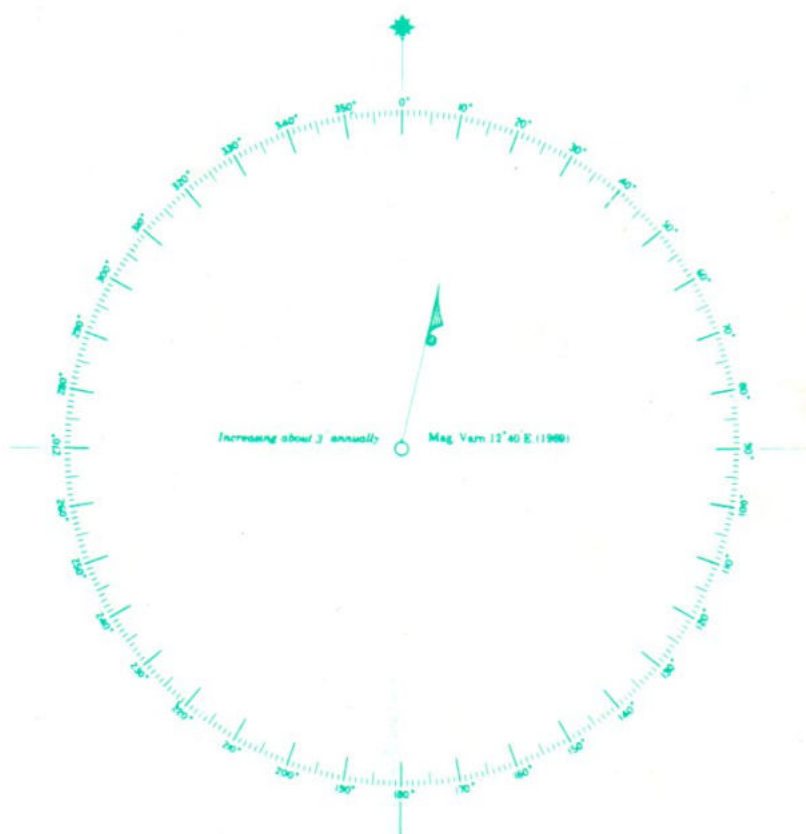


THE AUSTRALIAN YACHTING FEDERATION NATIONAL YACHT CRUISING SCHEME



An AYF Publication

TL 4/79

(Rev. Jan '85)



AUSTRALIAN YACHTING FEDERATION, 33 PEEL ST,
MILSONS POINT, NSW, 2061

COMBINED LOGBOOK, SYLLABUS and
GENERAL INFORMATION FOR THE
NATIONAL YACHT CRUISING SCHEME

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THE AUSTRALIAN YACHTING FEDERATION NATIONAL YACHT CRUISING SCHEME

INTRODUCTION

It is essential that skippers of seagoing yachts must be competent to deal with any weather conditions and situations which they might encounter on passage. The crew should be fully competent to work the yacht efficiently.

The privilege of taking a yacht to sea without the need to meet legal requirements for proof of the seaworthiness of the vessel and of the skipper's competence to sail it is one of the last freedoms remaining to the individual. Such freedom as exists, however, is being endangered by a small minority who do not understand that this freedom imposes upon them the requirement to ensure that neither crew nor passengers are needlessly exposed to risk.

Through its member State Yachting Authorities, the Australian Yachting Federation has set standards for safety equipment carried aboard yachts, and provided advice and assistance to yachtsmen concerned with safety at sea. The National Yacht Cruising Scheme is intended to assist those who wish to sail cruising and racing yachts —

- to obtain the necessary skill to do so safely and enjoyably,
- to encourage continued high standards of safety, and
- to ensure by encouraging a responsible attitude to standards of competence and ability, yachtsmen and women may continue to enjoy their freedom afloat.

COURSE AND QUALIFICATIONS

The Training courses making up the National Yacht Cruising Scheme are intended for both skippers and crews of sailing yachts and are aimed primarily at the encouragement of high standards of boat handling,

navigation and pilotage, and seamanship at each level of ability and experience.

There are four main grades of course, ranging from the Introductory Course to the Yachtmaster (Ocean). It is not mandatory that any candidate for examination for any grade should already hold the next lower qualification. Candidates may be brought into the Scheme at a level which their previous experience and ability suggests as applicable. It would be a mistake, however, to take, for example, the Yachtmaster's course without a sound knowledge of the seamanship and navigation which is available during the previous courses.

Two grades of qualification are available within the scheme:

- A. SATISFACTORY COURSE COMPLETION** — which may be awarded by the AYF recognised Training Centres to candidates who have successfully completed courses of instruction, during which assessment was continuous. (Such recognition is awarded on the basis of achievement in a teaching situation and is not intended as an indication of personal competence.)
- B. CERTIFICATES OF COMPETENCE** — which may be awarded only after formal examination by qualified AYF Examiners, acting on behalf of the AYF Qualifications Panel.

Whilst the syllabus for each Training Course may be taken as a general indication of the level of ability achieved by participants in the Scheme,

- The AYF Yachtmaster (Offshore) Certificate indicates that the holder is an experienced yachtsman, competent to skipper a cruising yacht on any passage which can be completed without the use of astro-navigation and —
- The AYF Yachtmaster (Ocean) Certificate

indicates that the holder is an experienced yachtsman, competent to skipper a yacht on passages of any length in all parts of the world.

In order to achieve any certificates within these Schemes, specific minimum levels of experience are required. This experience should be recorded in the Log Book section of this booklet. This personal log also provides a record of the type and size of yachts sailed, and any certificates supported by such evidence of experience are very much better guidance as to the holder's ability, than the certificate alone.

IMPORTANT

Nature of practical experience.

A. Introductory and Inshore.

These levels are intended to cater for yachtsmen who sail in waters classified either Smooth or Partially Smooth.

B. Offshore and Ocean.

These levels are intended to cater for yachtsmen who are experienced in Offshore and Ocean Waters.

Experience gained within Smooth or Partially Smooth Waters does not count toward Offshore or Ocean requirements.

Smooth and Partially Smooth Waters.

Each Australian State has waters that are classified as Smooth or Partially Smooth.

The limits of such waters are accurately described in the Marine and Ports Council of Australia publication, "Universal Shipping Laws Code", published by AGPS.

AUSTRALIAN YACHTING FEDERATION NATIONAL TRAINING SCHEMES

The details of the other AYF Training Schemes are contained in the appropriate booklets. These are —

- The AYF National Racing Scheme. (TL2)
- The AYF National Motor Cruising Scheme. (TL5)
- The AYF National Powerboat Scheme. (TL3)
- The AYF National Offshore Racing Scheme. (TL6)
- The AYF National Proficiency Scheme. (TL1)
- The AYF National Boardsailing Scheme. (TL7)

The AYF Training Division is responsible for all aspects of training undertaken by the Australian Yachting Federation. It includes representatives from Clubs, Government Departments, Education Departments, recognised teaching establishments and Schools Sailing Associations. The National Coaching Director and his staff are responsible for the implementation of the Training Schemes throughout Australia.

State Training Committees are responsible for the administration of courses within each State. A list of the names and addresses of the State Associations may be found at the end of this booklet.

PERSONAL LOG

It is important, that if the personal log is to be of value, it must be filled in accurately. Each column has a particular reference in relation to the experience required within each syllabus.

Days on Board: A day on board is a period of 24 hours living on board a yacht in the type of water described on the previous page. Periods of less than 24 hours may be added together to increase the total only for the Introductory & Inshore Certificate levels.

Distance Logged: Is the distance sailed by the log, in tidal waters.

Night Hours: Are the hours on watch between sunset and sunrise.

Details of Voyage: To be useful, this column should include details and rumb lines of any passages over 60 miles which are required to qualify for the examination for the Yachtmaster Offshore Certificate. This column should also include a note of the capacity in which the passage was made (ie as crew member, mate, skipper, etc.)

THEORY COURSES

The Theory Course for the AYF Introductory Certificate is an elementary course covering all aspects of the curriculum level, except for Navigation and Meteorology, which are given only superficial or introductory coverage. It is intended as an integral part of the overall scheme designed to give novices a basic knowledge which can be built on for the Inshore Skipper level.

The Theory Course for the AYF Inshore Skipper Certificate is a more detailed course covering all aspects of both parts A and B of the curriculum. The depth of knowledge required for each level is indicated in the curriculum. In general terms it is intended that the theory component for each level will match the appropriate grade of the practical syllabus. This will enable the theory component for each course to be run either as separate theory instruction for each grade of the practical course, or concurrently with the practical course.

The Theory Course for the AYF Yachtmaster Offshore Certificate is an advanced course in navigation and meteorology for candidates for the Yachtmaster Offshore Certificate. The syllabus makes some provision for the revision of subjects in the Introductory course, but those who have not acquired the knowledge set out in that course are unlikely to be able to assimilate all the subjects covered in the advanced course in the time available.

The Theory Course for the AYF Yachtmaster Ocean Certificate is a course in astro-navigation and world-wide meteorology, and assumes a knowledge of all the subjects covered in the other theory courses.

Theory Syllabus

Each syllabus gives an indication of the minimum recommended teaching time for each subject. The courses also include assessment papers which may involve an additional amount of time. It is important therefore, that sufficient time be programmed for completion of the exercise papers and any subsequent discussion of them. An indication of the depth of knowledge required is also given, the following abbreviations being used to define this:—

- A. full knowledge;
- B. working knowledge;
- C. outline knowledge;
- D. introductory knowledge.

International Regulations for the Prevention of Collisions at Sea

Those participants who wish to be examined for the Yachtmaster Offshore Certificate, are required to have a full knowledge and understanding of the Regulations. It is unlikely however, that sufficient time will be available during the theory courses to teach the subject fully. Literature covering the existing International Rules for the Prevention of Collision at Sea are available from a variety of sources.

Radio

Candidates for the Yachtmaster Offshore Certificate are required to become proficient in the use of marine radio telephone, and possess the necessary licence to do so. The minimum licence required is a Restricted Radio Operators Certificate. This Certificate should not be confused with a Ship's Station licence which is but a licence to cover set installation.

THEORY COURSE FOR THE AYF INTRODUCTORY AND INSHORE CERTIFICATES

PART A SEAMANSHIP

Item	Subject	Broad Detail to be Covered	Minimum time allocation	A DoK	B DoK
1.	Nautical terms	• Parts of a boat, hull, rig and sails • General Nautical terminology • Knowledge of the properties of synthetic ropes in common use	2	1B 1B	1B 1B
2.	Ropework	• Ability to make, and knowledge of the use of: figure of eight knot, clove hitch, rolling hitch, reef knot, bowline, single and double sheet bend, round turn and two half hitches, eye splice, common whipping, sail-makers whipping • Secure to cleats, use of winches and general rope handling	4	1C	1B
3.	Anchorwork	• Characteristics of different types of anchor • Considerations to be taken into account when anchoring	2	3D 1D	3C 1C
4.	Safety	• Knowledge of the safety equipment to be carried, its stowage and use • Fire precautions and fire fighting • Use of personal safety equipment, harnesses and lifejackets	3	2D 1B 2C	2B 1B 2B
5.	International Regulations for the Prevention of Collisions at Sea	• Steering and sailing rules (5, 7, 9 & 12-19) • General rules (all other rules)	2	3C 1B 2D	3B 1A 2B
6.	Basic Sailing Theory	• Centre of effort and lateral resistance • Effect of keel or centreplate and use of latter	2	1C 2C	1A 2A

- Basic sail setting techniques
- Leeway

3C 3A
4C 4A

PART B NAVIGATION AND METEOROLOGY

7.	Navigational Charts and Publications	• Information shown on Harbour charts, chart symbols, representation of direction and distance • Navigational publications in common use • Chart correction • Use of parallel rulers, dividers and proprietary plotting instruments • Application of variation and deviation, and use of transits and comparison to check deviation • Use of hand-bearing compass • Siting of steering compass • Working up position from course steered, distance run and estimated leeway and set	2	1D 2D 3D	1B 2C 3C
8.	Navigational drawing Instruments		1	1D	1B
9.	Compasses		2	1B 3B 4D	1B 3B 4C
10.	Chartwork	• Plotting fixes • Working out course to steer to allow for leeway and set	4	1D 2D	1B 2B
11.	Position Fixing	• Sources of position lines	2	3D 1D	3B 1B
12.	Tides and Tidal Streams	• Potential accuracy of fixing methods • Tidal definitions, levels and datums • Tidal tables, standard and secondary ports • Use of the "rule of twelfths" • Tidal stream predictions	3	2D 1D 2D 3D 4D	2C 1B 2C 3B 4B

PART B NAVIGATION AND METEOROLOGY (Cont'd)

Item	Subject	Board Detail to be Covered	Minimum time allocation	A DoK	B DoK
13.	Pilotage	• Use of transits, leading lines and clearing lines • IALA and Lateral systems of buoyage • Use of sailing directions • Lighthouses and beacons, light characteristics	3	1C 2C 3C 1C	1B 2B 3B 1B
14.	Visual Aids to Navigation		1		
15.	Passage Planning	• Preparation of navigational plan for short coastal passages, DoT form 2093	2	1D	1C
16.	Navigation in Restricted Visibility	• Precautions to be taken and limitations imposed by fog	1	1D	1B
17.	Meteorology	• Sources of broadcast meteorological information • Knowledge of terms used in weather forecasts, wind speed, land/sea breezes and their significance to small craft	3	1D	1B
				2D	2B

Note: Column A (DoK) — Introductory
Column B (DoK) — Inshore.

COURSE COMPLETION CERTIFICATE

I CERTIFY that the candidate has completed all items of the syllabus and re requirements for the awarding of the INTRODUCTORY AND INSHORE THEORY COURSE (SAIL) Certificate.

SIGNED (PRINCIPAL)
of —

*Completed Part B - Navigation
and Meteorology*
15/4/87

SCECGS REDLANDS
ADULT EDUCATION CENTRE
272 Military Road
Cremorne, N.S.W. 2090
Telephone : 90 6533 or 90 2450

K. Hubbs

THEORY COURSE FOR THE AYF YACHTMASTER OFF-SHORE CERTIFICATE

Item	Subject	Board Detail to be Covered	Minimum time allocation	DoK
1.	Definition of Position Course and Speed	• Latitude and Longitude • Nautical mile and cable • True bearing and courses • The Knot and logged distance	1/2	1B 2B 3B 4C
2.	Navigational drawing instruments	• Parallel rulers • Dividers and compasses • Proprietary plotting instruments • Suppliers	1/2	1B 2B 3B
3.	Navigational charts and publications	• Information shown on Admiralty charts • Chart symbols • Standard Chartwork • Projections • Navigational publications in common use • Chart correction	2	1B 2B 3B 4B 5C 6C 7B
4.	Dead reckoning and Estimated Position	• Definition of DR and EP • Working up DR and EP by plotting on a chart	2	1A 2A
5.	The Position line	• Sources of bearings and position lines	1/2	1B
6.	The magnetic compass	• Allowance for variation, Change of variation with time and position • Siting of compass and causes of deviation • Deviation. Allowance for • Steering and hand-bearing compasses • Swing for deviation (but not correction) • Techniques of visual fixing • Vertical angle fixing	3	1B 2C 3B 4B 5C 1A 2B
7.	Position fixing		1 1/2	

8.	Basic coastal navigation	• Running fixes • Radio Fixes (as applicable to Australian coastal waters) • Derivation of position from a line of soundings • Ranges by dipping distances • Routine for navigating a yacht in coastal waters • Strategy for course laying • Causes of tides — springs and neaps • Tide tables • Tidal levels and datums • Times and heights at standard ports • The rule of twelfths • Corrections for secondary ports • Tidal anomalies • Ocean currents as applicable to coastal navigation	1/2	4B 4B 6B 7C
9.	Tides and Currents	• Tidal stream atlas • Tidal diamonds • Tidal stream information in Sailing directions • Allowance for tidal streams in computing a course to steer	4	1A 2B 1C 2B 3B 4B 5B 6B 7C 8C
10.	Tidal streams	• Ocean currents as applicable to coastal navigation • Tidal stream atlas • Tidal diamonds • Tidal stream information in Sailing directions • Allowance for tidal streams in computing a course to steer	3	1B 2B 3B
11.	Buoyage	• Tidal rips, overfalls and races • Tidal stream observation by buoys, beacons, etc • Uniform systems lateral and IALA System A • Limitations of buoys as navigational aids • Marker piles	1	4B 5B 6B 1B 2C 3C
12.	Lights	• Characteristics • Ranges — Visual, luminous and nominal ranges • Light lists — Admiralty and others	1	1B 2C 3B 3B 1B 2A
13.	Pilotage	• Harbour regulations and control signals • Method of pre-planning • Clearing lines	2	

Item	Subject	Board Detail to be Covered	Minimum time allocation	DoK
14.	Echo sounders and lead lines	• Principle of operation • Types available — Rotating neon, dial and pointer, recording • Reduction of soundings • "Second trace" echoes • Marking of lead line	1/2	1C 2C 3C 4C 5C 1B
15.	Radio direction finding	• Radio Beacons • D/F receivers, Types of aeriels. Method of operation. Audio visual null points. Reciprocal bearings	1	1B 2B
16.	Logs (speed and distance measuring)	• Types and principles of operation, comparison of the following types: a. Towed b. Pressure c. Impeller	1/2	1C
17.	Deck Log	• Importance of log as yacht's official document	1/2	1B 2B
18.	Meteorology	• Layout of log, hourly and occasional entries • Basic met. terms • Air masses • Cloud types • Weather patterns associated with pressure and frontal systems, "Southerly Buster" • Weather forecasts and simple met. instruments • Ability to interpret information from a weather map • Land and sea breezes	6	1B 2B 3B 4B 5B 6B 7B

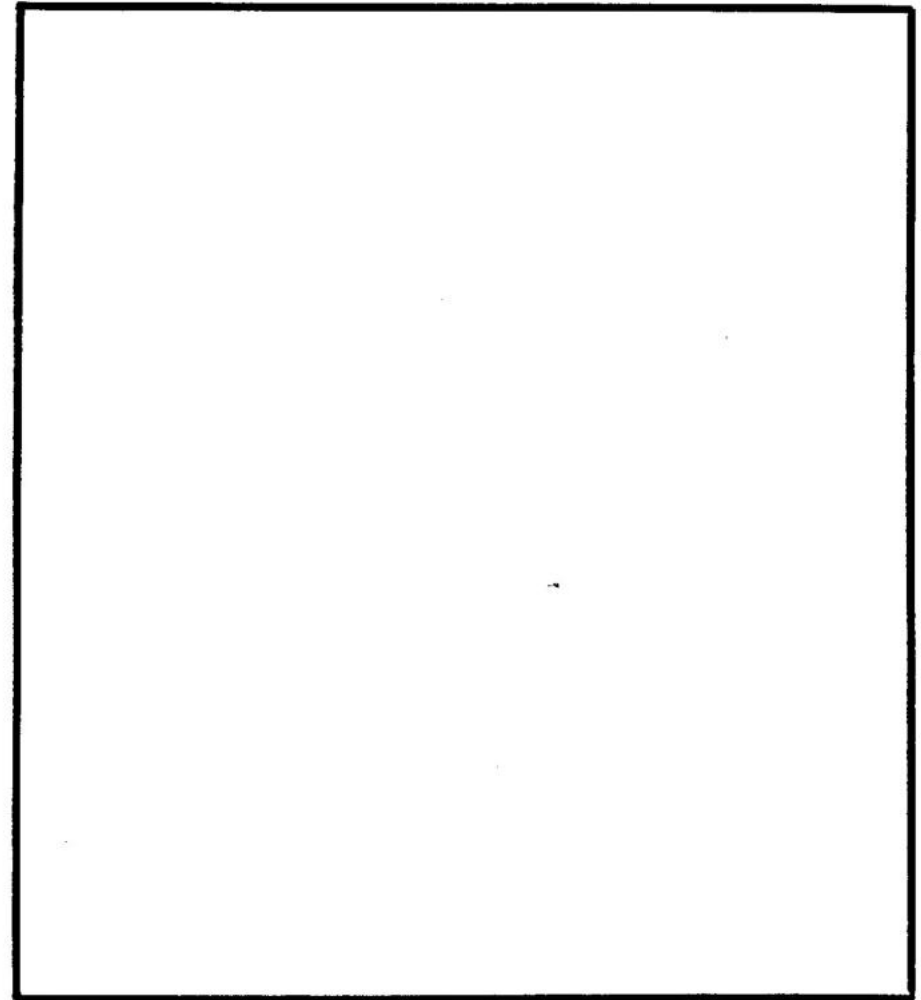
19.	Anchoring	• Sea fog — forecasting • Types of anchors and principles of operation • Selection of an anchor berth • Size and length of warp • Use of more than one anchor • Sea anchor	1	8C 1B 2B
20.	Rule of the Road	• A sound knowledge of the International Regulations for the Prevention of Collisions at Sea, except Annexes 1 & 3	1	1A
21.	Safety at Sea	• Personal safety, use of lifejacket, safety harnesses and lifelines • Fire prevention and fire fighting • Distress signals • Coastguard/Police/Dept of Transport • First aid, contents of first aid kit and prevention and treatment of likely accidents and sea-sickness • Action to be taken in heavy weather	2 2	1B 2B 3B 4C 5B 6B
22.	Signals	• Ability to recognise the morse symbols for letters and numerals by light and sound, as needed for navigation and for the International Rules for the Prevention of Collision at Sea. • Ability to recognise the alphabetical flags and numeral pennants of the International Code of Signals • Knowledge of the use of urgent and important meanings of single letters • The law and customs relating to flags	1	1B 2B 3B 4C

Item	Subject	Board Detail to be Covered	Minimum time allocation	DoK
23.	Navigation in restricted visibility	• Precautions to be taken in fog • Limitations to safe navigation imposed by fog	1	1B 2B
24.	Passage planning and making	• Preparation of charts and notebook for route planning and use at sea • Customs' regulations as they apply to yachts • Navigation Notices, DoT form 2093 • Considerations for leaving/entering harbour (bars, tides/currents, beacons, harbour signals, etc)	4	1B 2B 3B 4C

COURSE COMPLETION CERTIFICATE

I CERTIFY that the candidate has completed all the items of the syllabus and the requirements for the awarding of the YACHTMASTER OFFSHORE THEORY COURSE (SAIL) Certificate.

SIGNED (PRINCIPAL)
of —



THEORY COURSE FOR THE AYF YACHTMASTER OCEAN CERTIFICATE

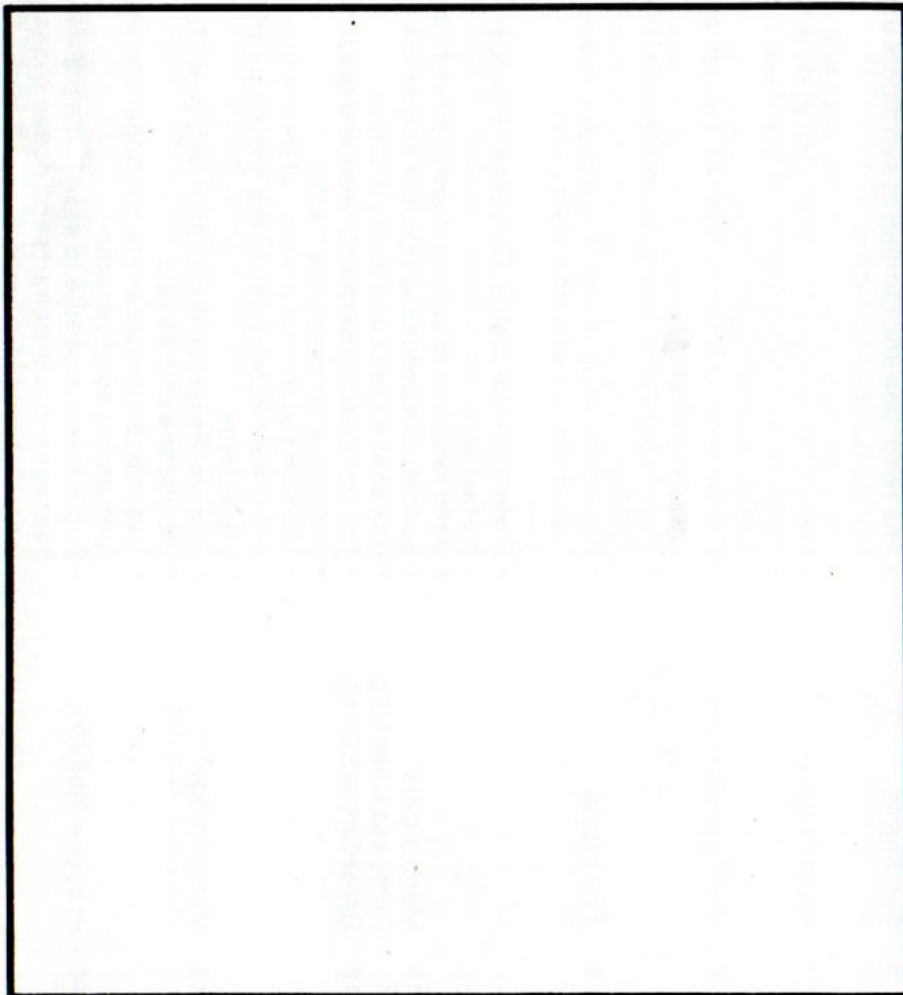
Item	Subject	Broad Detail to be Covered	Minimum time allocation
1.	The earth and the celestial sphere	• Definition of observer's zenith and position of a heavenly body in terms of latitude, longitude, GHA and declination • Relationships between GHA, longitude and LHL • The tabulation of GHA in the almanac. Rate of increase of hour with time	2
2.	The PZX Triangle	• The tabulated components of the triangle, LHA, Co-lat and polar distance • The calculable components, zenith distance and azimuth • Relationship between zenith distance and altitude • Introduction to the tabular method of solution in the Air and Marine Navigation Tables and the basic sight form	3
	The Sextant	• Practical guide to the use and care of a sextant at sea • Conversion of sextant altitude to true altitude, application of dip, index error and altitude corrections • Correction of side error, perpendicularity, index error	2
4.	Measurement of Time	• Definition of and relationship between GMT, LMT, standard time and zone time • Rating of chronometers and watches • Time signals, radio frequencies and schedules	2
5.	Measurement time	• Forecasting of time of meridian altitude • Reduction of meridian altitude sights	2

6.	Sun Sights	• The reduction and plotting of sun sights using Air and Marine Navigation Tables	5
7.	Planet sights	• The plotting of a sun — run meridian altitude • Identification of planets from LHA and declination • Reduction of planet sights using Air and Marine Navigation Tables (twilight sights only)	3
8.	Starsight planning	• Calculations of times of sunrise, sunset, civil and nautical twilights • Star identification using Air and Marine Navigation Tables	3
9.	Star sights	• Reduction of star sights using Air and Marine Navigation Tables (Seven selected stars only)	6
		• Plotting of star sights. Corrections to position for precession	
10.	Moon sights	• Determination of latitude from sights of stars	1
11.	Compass Checking	• Special corrections applicable only to the moon	1
12.	Great Circle Sailing	• Use of amplitude and azimuth tables • The comparison of rhumb lines and great circles • Vertices and composite tracks • The computation of a series of rhumb lines approximately to a great circle by use of the gnomonic and Mercator projections	1
13.	Meteorology	• General Pressure distribution and prevailing winds over the oceans of the world • Tropical revolving storms, seasonal occurrence and forecasting by observation	1
14.	Passage Planning	• Publications available to assist with planning of long passages (routing charts and ocean passages of the world, ocean currents)	8
			2

COURSE COMPLETION CERTIFICATE

I CERTIFY that the candidate has completed all items of the syllabus and the requirements for the awarding of the YACHTMASTER OCEAN THEORY COURSE (SAIL) Certificate.

SIGNED (PRINCIPAL)
of —



PRACTICAL COURSES

The AYF Introductory and Inshore Certificates

Each syllabus for these two courses are set out in such a way that those who wish to work for the Certificate of Satisfactory Course Completion with Clubs or other voluntary associations may do so over an extended period.

Recognition of Satisfactory Course Completion may be awarded by the AYF recognised teaching centres at the end of the course.

Practical Course Completion Certificates may be awarded at the end of a course run to this syllabus provided that —

1. It is conducted at a teaching establishment recognised by the AYF.
2. It is under the direct control of personnel who have been qualified within the AYF National Schemes as instructors or examiners.
3. It is conducted so that the pupil to instructor ratio is no more than five pupils to one instructor.

THE PRACTICAL COURSES FOR THE YACHTMASTER OFFSHORE CERTIFICATE is essentially a course for skippers of yachts and it is assumed that those attending are already competent helmsmen and crew members. The syllabus is intended as a guide to specific items of which the skipper of a cruising yacht must have a high standard of knowledge and ability in order to take a yacht to sea in safety.

Recognition of Offshore Course Completion is not to be awarded to students if —

1. Their ability to skipper a yacht is adversely affected, to a marked degree, by sea-sickness and any other physical disability.
2. They are unable to demonstrate sufficient ability in basic seamanship, navigation or yacht

handling to appreciate the technique required of a skipper.

3. They demonstrate a lack of understanding of any part of the syllabus to the extent that it would be unwise or dangerous for them to go offshore as skipper of a yacht.

NOTE:

Colour Vision.

All candidates for Offshore and Ocean Certificates must be able to prove that they do not suffer from Colour Blindness.

An inability to be able to distinguish the different colours of ship's Navigation Lights and Lights of Navigation Marks cannot be accepted.

**PRACTICAL COURSE SYLLABUS FOR
THE INTRODUCTORY COURSE CERTIFICATE**

A. ALL CANDIDATES

1. **Knowledge of sea terms and parts of a boat, her rigging and sails.**
Sufficient knowledge to understand orders given concerning the sailing and day to day running of the boat.

Signature of Instructor.....

2. **Sail Handling**

Bending on, setting, reefing and handing of sails. Use of sheets and halyards and their associated winches.

Signature of Instructor.....

3. **Ropework**

Handling ropes, including coiling, stowing, securing to cleats and single and double bollards. Handling warps. Ability to tie the following knots and to know their correct use: Figure of eight, Clove hitch, Rolling hitch, Bowline, Round turn and two half hitches, Single and double Sheet Bend and Reef Knot.

Signature of Instructor.....

4. **Fire precautions and fighting**

Awareness of the hazards of fire and the precautions necessary to prevent fire. Knows action to be taken in event of fire.

Signature of Instructor.....

5. **Personal safety equipment**

Understands and complies with rules for the wearing of safety harnesses, lifejackets and personal buoyancy aids.

Signature of Instructor.....

6. **Man overboard**

Understands action to be taken to recover a man overboard.

Signature of Instructor.....

7. Distress signals

Can operate distress flares and knows on what occasion distress flares should be used.

Signature of Instructor.....

8. Manners and Customs

Understands the ordinary practice of seamen and yachtsmen with regard to: Use of burgees and ensigns. Prevention of unnecessary noise or disturbances in harbour including courtesies to other craft berthed alongside.

Signature of Instructor.....

9. Rules of the road

Is able to keep an efficient lookout at sea.

Signature of Instructor.....

10. Dinghies

Understands and complies with the loading rules. Is able to handle a dinghy under oars or engine.

Signature of Instructor.....

11. Meteorology

Is aware of forecasting services and understands weather forecast information.

Signature of Instructor.....

12. Sea-sickness

Working efficiency unaffected / partially affected / severely affected by sea-sickness. (Delete as applicable).

Signature of Instructor.....

13. Helmsmanship and sailing

Understands the theory of sailing and can steer and trim sails on all points of sailing. Can steer a compass course, under sail and power.

Signature of Instructor.....

14. Engines

Is able to start, stop and carry out simple checks of owner servicable parts and systems of inboard and outboard engines.

Signature of Instructor.....

B. DESIRABLE BUT NOT ESSENTIAL ITEMS

The following items are desirable, but not essential. Items 16 and 17 are, however, mandatory for the award of the Day Skipper Certificate.

15. Personal Survival

Is able to swim 50 metres in light clothing

Signature of Instructor.....

16. Artificial resuscitation

Has been taught and fully understands the mouth to mouth method of artificial resuscitation.

Signature of Instructor.....

17. First Aid

Knows the contents of the first aid kit and is proficient in emergency first aid.

Signature of Instructor.....

C. QUALIFYING EXPERIENCE

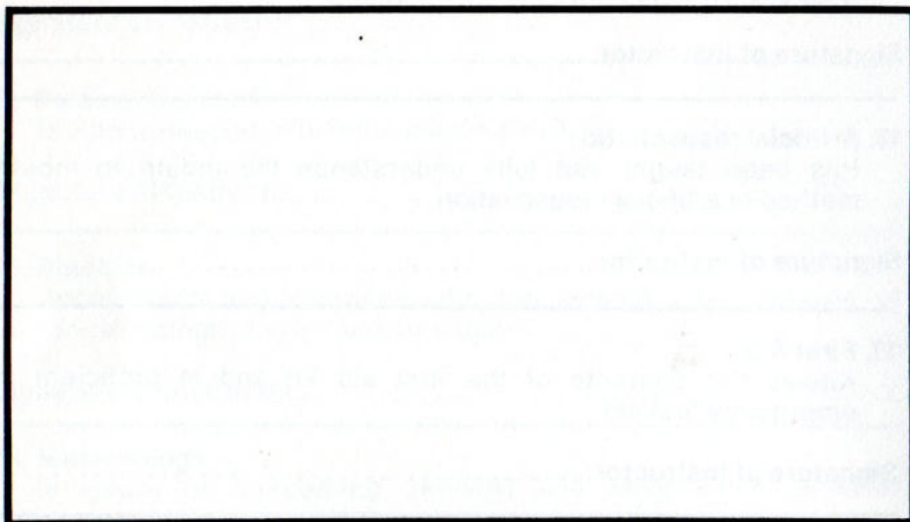
Has been an active crew member for 5 days on board sailing vessel in commission, including 200 miles at sea in tidal waters, and 4 hours' night-watchkeeping.

Signature of Instructor.....

COURSE COMPLETION CERTIFICATE

I CERTIFY that the candidate has completed all the items of the syllabus and the requirements for the awarding of the INTRODUCTORY PRACTICAL COURSE (SAIL) Certificate.

SIGNED (PRINCIPAL)
of —



NOTE: When candidates have completed satisfactorily both the Theory and Practical Courses, they are eligible for the award of a National Certificate. Candidates requiring a National Certificate to cover their award must —

- obtain the signature of the Principal, above.
- send their logbook, signed by the Principal, together with the certificate fee, to the AYF Training Division.

The AYF Training Division, subject to approval of the Principal's recommendation, will issue the appropriate certificate.

PRACTICAL COURSE SYLLABUS FOR THE INSHORE CERTIFICATE

A. ALL CANDIDATES

1. Preparation for sea

Is able to prepare a yacht for sea, including engine checks, selection of sails, securing and stowage of all gear on upper deck and below.

Signature of Instructor.....

2. Organisation of watch at sea and in harbour

Can take charge of a watch at sea, by day or night and organise an anchor watch. Knows action required in reduced visibility, adverse weather conditions and in emergency situations

Signature of Instructor.....

3. Deck work

Can reef, shake out reefs and change sails to suit prevailing conditions. Can prepare an anchor, mooring warps and take charge of work on the upper deck when mooring alongside, coming to a buoy, anchoring, weighing anchor and slipping from a buoy or alongside berth

Signature of Instructor.....

4. Navigation

Is proficient in chart work, and can carry out routine navigational duties including:

Taking and plotting fixes

Estimation of tidal heights and tidal streams

Working out course to steer to allow for tidal stream, leeway and drift

Maintenance of navigational records

Use of echo sounder and lead line.

Signature of Instructor.....

5. Meteorology

Knows sources of forecast information, can interpret forecast and use a barometer as a forecasting aid.

Signature of Instructor.....

6. Rules of the road

Has a working knowledge of the International Regulations for Preventing Collisions at Sea.

Signature of Instructor.....

7. Maintenance and repair work.

Understands and is able to carry out maintenance tasks.
Can make eye splice in rope and common and sailmakers' whippings.
Knows the properties and uses of common synthetic fibres.

Signature of Instructor.....

8. General organisation

Can make out a victualling list and supervise victualling organisation afloat.

Signature of Instructor.....

9. Emergency situations

Is able to take correct action as helmsman for recovery of man overboard.
Fully understands use of distress flares.
Knows correct procedures for helicopter rescue.

Signature of Instructor.....

10 Boat handling

Under power, can bring a boat safely to and from an alongside berth, mooring buoy and anchor. Under sail can bring a boat safely to and from a mooring buoy and anchor.

Signature of Instructor.....

11. Passage planning

Can plan a short passage, on tidal/estuary waters, taking account of relevant navigational hazards and limitations imposed by the type of boat and the strength of the crew.

Signature of Instructor.....

B. DESIRABLE BUT NOT ESSENTIAL ITEMS

The following items are desirable, but not essential for the award of this certificate. Note that items 16 and 17 of the Introductory course are essential for the award of Day Skipper Certificate.

13. First Aid

Has a sound knowledge of first aid.

Signature of Instructor.....

14. Radiotelephony

Can operate a radio-telephone in emergency and send a distress message.

Signature of Instructor.....

C. QUALIFYING EXPERIENCE

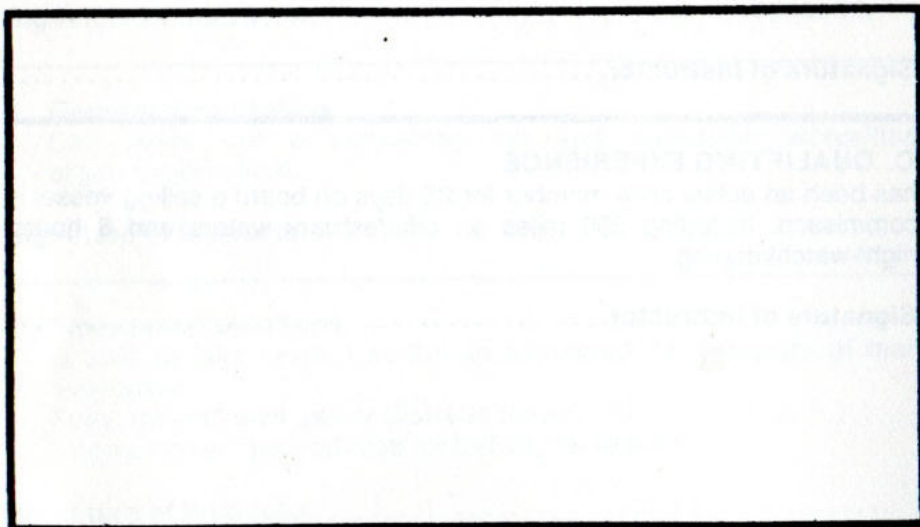
has been an active crew member for 25 days on board a sailing vessel in commission, including 500 miles on tidal/estuary waters and 8 hours' night-watchkeeping.

Signature of Instructor.....

COURSE COMPLETION CERTIFICATE

I CERTIFY that the candidate has completed all the items of the syllabus and the requirements for the awarding of the INSHORE PRACTICAL COURSE (SAIL) Certificate.

SIGNED (PRINCIPAL)
of —



NOTE: When candidates have completed satisfactorily both the Theory and Practical Courses, they are eligible for the award of a National Certificate. Candidates requiring a National Certificate to cover their award must —

- obtain the signature of the Principal, above.
- send their logbook, signed by the Principal together with the certificate fee, to the AYF Training Division.

The AYF Training Division, subject to approval of the Principal's recommendation, will issue the appropriate certificate.

PRACTICAL COURSE SYLLABUS FOR THE YACHTMASTER OFFSHORE CERTIFICATE

A. CANDIDATES

1. Preparation for sea

- Minimum equipment requirements
- Passage planning, including navigational and meteorological considerations.
- Victualling
- Crew organisation, delegation of responsibilities and watchkeeping.
- Pre-sea checks of engine and equipment.

Signature of Instructor.....

2. Yacht handling

- Handling under power in confined waters, including all berthing and unberthing situations, anchoring and mooring.
- Handling under sail in confined waters, including anchoring and mooring.

Signature of Instructor.....

3. Passage making

- Navigation and general organisation of yacht on passage.

Signature of Instructor.....

4. Adverse weather conditions at sea

- Preparations for heavy weather and yacht-handling in strong winds.
- Navigation and general conduct in restricted visibility.

Signature of Instructor.....

5. Emergency situations

- Recovery of man overboard, under power and sail.
- Action to be taken in distress situations.

Signature of Instructor.....

6. Ability as skipper

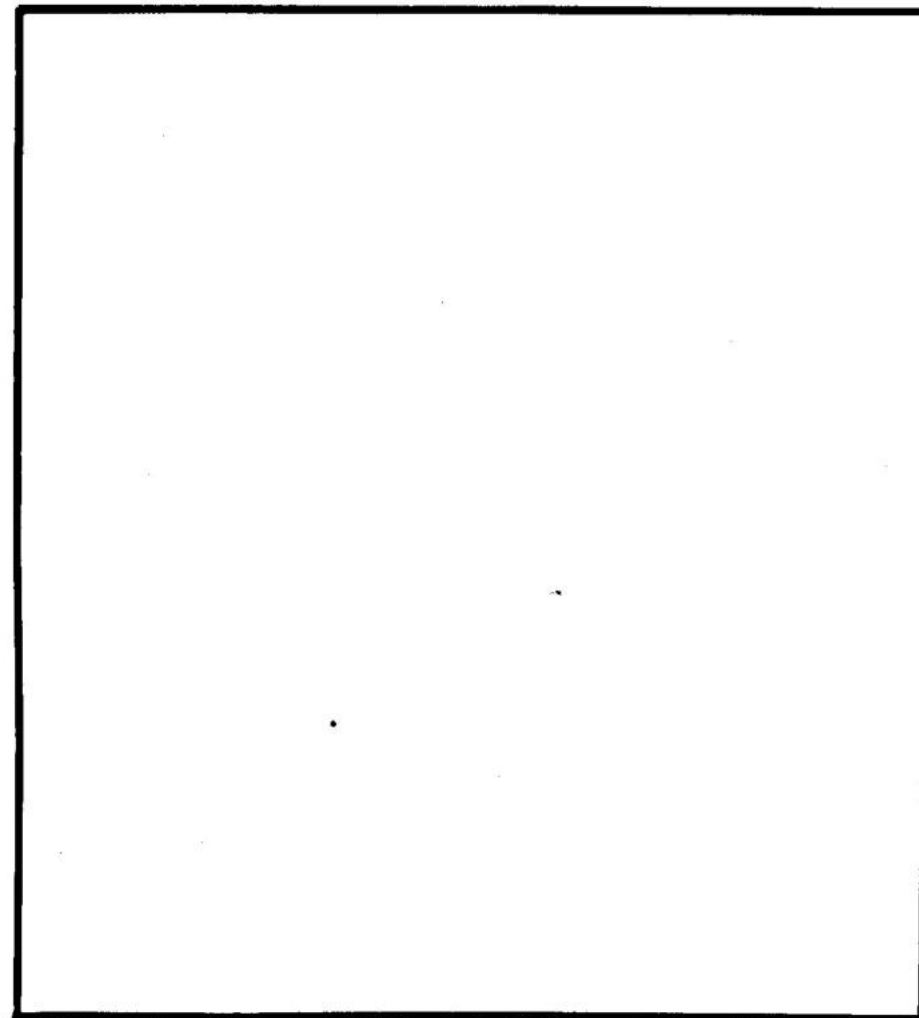
All the above syllabus items must take account of the fact that this is essentially a skipper's course. Each item taught must emphasise the need to direct and encourage every member of the crew and to check that orders or requests to crew members are complied with.

Signature of Instructor.....

COURSE COMPLETION CERTIFICATE

I CERTIFY that the candidate has completed all items of the syllabus and the requirements for the awarding of the YACHTMASTER OFFSHORE PRACTICAL COURSE (SAIL) Certificate.

SIGNED (PRINCIPAL)
of —



EXAMINATIONS FOR CERTIFICATES OF COMPETENCE

AYF Yachtmaster Offshore Certificates (see page 6)

Before candidates for this certificate come forward for examination, they must have gained the following minimum experience —

- 50 days living aboard a cruising yacht in commission.
- 2500 nautical miles logged, offshore, to include
 - a. three passages of over 60 miles, (measured along the rhumb line course from port of departure to destination.)
 - b. two passages of over 60 miles, for the duration of which the candidate must have been acting as skipper, and which must have included over-night passages.

To be eligible for examination, candidates must—

- have achieved the above-mentioned minimum experience requirement in offshore waters
- be in possession of course completion certificates for the Yachtmaster Offshore Theory and Practical courses, or,
- have their log-books correctly completed to include details of the required minimum passage experience.

Candidates requiring examination should send their logbooks containing the appropriate certificates to any of the examination centres recognised by the Australian Yachting Federation.

Examinations will be conducted by these examination centres and examination dates will be arranged by them to suit the mutual convenience of the examiner and candidates. The examinations need not be conducted at the centres themselves.

After the examination, reports will be sent by the examiner to the AYF National Qualifications Panel who

will notify the candidate of their results as soon as possible thereafter.

AYF Yachtmaster Ocean Certificate

Before candidates for this certificate come forward for examination, they must already hold the AYF Yachtmaster Offshore Certificate.

Those candidates who hold a Certificate of Satisfactory Completion of the Yachtmaster Ocean Theory course are required to complete a non-stop passage of over 500 nautical miles, measured by the most direct navigable route from the point of departure to the destination, either as skipper or a crew member of a cruising or off-shore racing yacht, accompanied by an experienced yachtsman prepared to act as referee.

Candidates will be required to submit a Decklog and Worksheets which when examined would give sufficient data to replot the voyage in full and to check all celestial sights.

Candidates who are not in possession of a Certificate of Satisfactory Course Completion for the Theory Course for the AYF Yachtmaster Ocean Certificate will be required in addition, to complete a written paper based on the syllabus for this course.

Applications for Examination for the Yachtmaster Ocean Certificate

Application forms for examinations for the AYF Yachtmaster Ocean Certificate should be obtained from the Australian Yachting Federation, Training Division, 33 Peel Street, Milson's Point, NSW, 2061. An application form must be completed by all candidates whether they hold the Theory Course Certificate of Completion or not.

RECOGNITION OF TEACHING ESTABLISHMENTS

Eligibility for Recognition

The following types of establishments are eligible to conduct courses and award certificates of proficiency:

Practical

1. Establishments teaching practical sailing or motor cruising which fulfil the requirements and agree to the conditions laid down by the AYF.
2. sub-committees of AYF Affiliated Clubs and Associations. (See Clubs wishing to issue Certificates to members — below.)
3. Suitably qualified persons to whom responsibility has been delegated by large affiliated organisations.
4. Any other major organisation wishing to convert an existing scheme to the National scheme run by the AYF.

Theory

Organisations wishing to run Theory courses may similarly be recognised by the AYF to award certificates of proficiency on completion of Theory courses.

Clubs wishing to award certificates to their members

A Club must apply for recognition as a teaching establishment upon the appropriate forms and must undergo inspection. It should set up a sub-committee responsible for training, whose chairman should preferably be one of the Flag Officers of the Club.

Clubs contemplating the issue of certificates should apply to the AYF offices for the necessary forms and any assistance or advice they may require.

Recognition for Practical Instruction

A form of application obtainable from the AYF offices must be completed by all applicant establishments.

The applicant establishment will be visited, when fully operative, by an AYF Inspector and, subject to a satisfactory Inspector's report, recognition of the organisation will be granted.

An annual subscription is payable to the AYF except in the case of organisations already subscribing as clubs or associations.

A once-for-all initial payment to cover the cost of first inspection is payable by all organisations seeking recognition. Subsequent annual and "spot" inspections are carried out at the discretion on the AYF.

An establishment seeking to become eligible to teach for AYF Certificates must first be inspected by an AYF Inspector. The Inspector will be looking for the following general points:

- The qualifications of the principal of the establishment, to ensure that the delegation of responsibility will not be put into the hands of one who is not fully experienced, not demanding enough, or casual in approach to the conditions laid down by the AYF.
- The accommodation available on shore for instructional purposes, where applicable.
- In the case of a residential establishment, the accommodation arrangements for pupils.
- The vessels to be used for instruction, their suitability, condition and number.
- General equipment of such vessels.
- The quality of the instructional staff, their experience and qualifications.
- The availability of safety equipment and its condition.
- The length and content of the courses of instruction offered, the method and detail of the lectures and programme.

The AYF will then classify the teaching establishment on the basis of the Inspector's report.

Recognition of Theory Instruction

Establishments which intend to provide only Theory Instruction and issue Course Completion Certificates will be required to satisfy the AYF on the following points:

- The qualifications of the principle of the establishment, to ensure that authority to issue certificates is not delegated to one who is not demanding enough, or casual in approach to the conditions laid down by the AYF.
- The accommodation available for instructional purposes.
- The quality of the instructional staff, their experience and qualifications.

APPOINTMENT OF EXAMINERS AND INSTRUCTORS

Examiners

Task: Examiners will be required to train and examine practical instructors and to conduct examinations for the Certificates of Competence. They will liaise with and advise recognised teaching establishments and AYF Affiliated clubs on the operation of the training scheme.

Qualifications: Examiners should be cruising or offshore racing yachtsmen with at least 10 years' experience as skippers. Before appointment they will attend a course run by a person appointed by the AYF Training Division which will include the following:

- The organisation of the Yachtmaster Certificate training scheme.
- The organisation of practical cruising courses, including methods of instruction.
- Methods of practical and oral assessment.
- A personal assessment of the candidate's knowledge and ability.

Practical Instructors

Task: Practical instructors will be required to run practical courses within the training schemes.

Qualifications: Practical instructors should be cruising or keel boat racing yachtsman with at least three season's practical experience for the Inshore Instructor's Certificate and at least five seasons' practical experience, in addition to holding the Yachtmaster Offshore Certificate, for the Yachtmaster Instructor Certificate. Before appointment they will be required to attend a course run by an examiner which will include the following:

- The organisation of practical courses.
- Methods of practical instruction and assessment.
- A personal assessment of the candidate's knowledge and instructional ability.

Theory Instructors

Task: Theory instructors will be required to run courses of shore-based instruction in yacht navigation and meteorology.

Qualifications: Theory instructors must have cruising experience in yachts, but this need not be extensive, provided that they hold some professional sea-going qualification.

Theory instruction may, of course, also be given by practical instructors and examiners, or yachtsmen with considerable experience of cruising, and these instructors need have no professional sea-going qualification.

It will not be mandatory for Theory instructors to be assessed by the AYF, but short courses will be available for potential Theory instructors who feel that they require a full explanation of the syllabus to which they will teach.

PERSONAL LOG

Signature of Skipper	
Details of Voyage (incl maximum wind force): Name of Organisation (if any): Capacity in which sailing	
Night Hours	
Distance Logged	
Days on Board	
Name of Vessel Size LOA or Tonnage	
Dates From: To;	
Totals c/f	

45

46

47

STATE YACHTING AUTHORITIES

1. **New South Wales:** Yachting Association of NSW
PO Box N195,
Grosvenor Street, Sydney, NSW, 2000.
Phone: (02) 27 5163.
2. **Victoria:** Victorian Yachting Council
Unit 1, 307 Bay Street
North Brighton, Vic 3186
Phone: (03) 596 7377
3. **South Australia:** South Australian Yacht Racing Association
Sports Administration Centre,
PO Box 163,
Goodwood, SA, 5034.
Phone: (08) 272 8844
4. **Queensland:** Queensland Yachting Association
PO Box 160,
Ashgrove, Qld, 4060.
Phone: (07) 30 2894.
5. **Northern Territory:** Northern Territory Yachting Association
PO Box 4632,
Darwin, NT, 5794.
Phone: (089) 81 5777.
6. **Tasmania:** Tasmanian Yachting Association
C/o Royal Yacht Club of Tasmania,
Marievillle Esplanade,
Sandy Bay, Tas, 7005.
Phone: (002) 30 1299.
7. **Western Australia:** Yachting Association of WA
PO Box 77,
Nedlands, WA 6009
Phone: (09) 386 1986

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